



DEPARTMENT OF HUMAN SERVICES

DIVISION OF ALCOHOL AND DRUG ABUSE

Hillsview Properties Plaza, East Highway 34

c/o 500 East Capitol

Pierre, South Dakota 57501-5070

Phone: (605) 773-3123

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www.state.sd.us/dhs

MEMORANDUM

DATE: April 23, 2008

TO: Tobacco Prevention Advocates

FROM: Gib Sudbeck, Division Director

SUBJECT: Community Tobacco Coalition Grant Application

Community tobacco coalition funding is available to coalitions through the Department of Human Services-Division of Alcohol & Drug Abuse. Any community coalition in South Dakota wishing to focus on tobacco prevention is eligible to be considered for a community tobacco coalition award. The grant awards are competitive. In order to be eligible for a grant award, each coalition must complete the attached Grant Application.

The award period is June 1, 2008 through May 31, 2009. The completed Grant Application must be postmarked not later than May 16, 2008.

If you have any questions about this memo or the Grant Application documents, please feel free to contact Shawnie Rechtenbaugh (shawnie.rechtenbaugh@state.sd.us) at the Division.

Enc.

Community Tobacco Prevention

FY09 Coalition Grant Guidance

Applications Due To:

Shawnie Rechtenbaugh

**Department of Human Services-Division of Alcohol & Drug Abuse
Hillsvew Plaza, % 500 E Capitol
Pierre, SD 57501**

Introduction and Timelines

The involvement of community coalitions is an essential component of tobacco prevention and cessation efforts in South Dakota. A community coalition can reduce tobacco use among youth, increase the number of people who quit tobacco use, and reduce secondhand smoke exposure.

The South Dakota Department of Human Services-Division of Alcohol & Drug Abuse will provide support for community tobacco prevention coalitions with the assistance of regional prevention specialists. The Division of Alcohol & Drug Abuse contracts with community based prevention specialists for community tobacco prevention coalition support. These prevention specialists make up the SD Prevention Network (SDPN). The prevention specialist in your region will attend as many coalition meetings as possible, provide technical assistance to the coalition and support with coalition activities. (See the SD Prevention Network Contact sheet under Appendices)

The completed grant application must be submitted to the Division of Alcohol & Drug Abuse in Pierre, SD. The timeline for responses to this Grant are as follows:

May 16, 2008	Grant Application Postmark Deadline
May 30, 2008	Target Date for Notification of Awards
June 1, 2008-May 31, 2009	Grant Award Period

Submit completed application and direct questions related to this grant to:

Shawnie Rechtenbaugh, State Prevention Coordinator
Department of Human Services-Division of Alcohol & Drug Abuse
Hillsview Plaza, % 500 E Capitol
Pierre, SD 57501
Ph: (605) 773-4807 Fax: (605) 773-7076
shawnie.rechtenbaugh@state.sd.us

Grant Application Packet

This guidance contains specifications for applicants for the FY09 award year. It is the applicant's responsibility to follow the guidance presented in the grant application packet. To assist communities with this grant application, this packet includes:

- this guidance, explaining expectations of applicants for tobacco prevention funding
- the application form
- appendices:
 - SD Prevention Network Contact Sheet
 - Coalition Monthly Report Form
 - Coalition Invoice Form

Grant Goals

1. Prevent the initiation of tobacco use
2. Promote quitting
3. Reduce nonsmokers' exposure to secondhand smoke

Awards

The Department of Human Services (DHS) will evaluate the proposals. Award amounts will vary and will be based on the following criteria:

- 1) merit of the proposed activities,
- 2) the population of the community affected
- 3) activities that address one or more of the of the three grant goals,
- 4) the number of coalitions responding to this grant,
- 5) the involvement of the community as demonstrated by actively participating coalition representatives, and
- 6) for previously funded coalitions, demonstrated ability to implement proposed projects and involve a broad-base of community members

Guidance and Effective Strategies

The Centers for Disease Control and Prevention and the Task Force on Community Preventive Services have developed guidelines based on extensive studies of efforts to address tobacco use. The guidelines assist states and community coalitions to reach their tobacco prevention goals. Please see www.cdc.gov/tobacco/ for tobacco prevention guidance and resources from the Centers for Disease Control and Prevention. For a report on effective tobacco prevention strategies, please visit www.thecommunityguide.org/tobacco.

Resources

Data, resources, research and tobacco links are available to you on the Department of Health Tobacco Control Program website <http://doh.sd.gov/Tobacco/default.aspx>. Order FREE tobacco control materials on this website, scroll down to Resources.

Section I: Goals and Activities

The following provides some ideas for coalition activities that can be used to plan specific activities for your community. This list is not inclusive; it is intended to provide you with some guidance as to what activities are allowable in each area. You will need to fill in the specific activities that will work in your community when you complete Section I of the grant application.

Prevent Initiation of Tobacco Use

- Mass media education campaign
- Educational event for parents
- Provide educational placemats for eating establishments
- Provide educational placemats to daycare centers for children
- Provide educational table tents on the effects of smoking
- Hold 'Got a Minute' event for parents
- Lunch and Learn at local businesses
- Mobilizing the community to restrict minors' access to tobacco products (active enforcement of retailer sales laws, retailer education)

Increase Tobacco Cessation

- Disseminate brochures to businesses for break rooms and waiting rooms
- Assist agencies to update their tobacco policy
- Work with States Attorney to encourage referrals of minor violators to diversion classes
- Promote statewide QuitLine and provide QuitLine materials
- Provide training for health care workers on the 5 A's of cessation
- Provide cessation support in workplaces that have smoke-free policies;
- Hold informational meetings on benefits of quitting
- Contact insurance providers to see if they would be willing to adopt coverage to pay for cessation aides
- Work with law enforcement to encourage more strict citing of minor violations
- At a public event offer QuitKits to people who pledge to quit
- Collaborating with related public health programs to disseminate quitting benefits
- Provide business kits to local businesses
- Provide support to businesses considering to go tobacco free
- Promote Great American Smoke-Out and Kick Butts Day
- Hold brown bag lunch and learns at local businesses for their employees to disseminate QuitLine info.

Reduce Exposure to Second-Hand Smoke

- Assist agencies with update of tobacco policy
- Provide signage to businesses that are smoke-free
- Provide information at parenting/new mothers classes on the harms of SHS and using while pregnant

- Provide info packets to health care providers to give to their expecting moms and parents
- Encourage businesses to establish smoke-free policies
- Hold educational event for landlords on SHS and the benefits of smoke-free housing
- Encourage agencies that serve youth to refer minor violators to diversion class
- Develop counter-marketing strategies to increase awareness of secondhand smoke as a trigger for asthma and an increased risk for heart attacks
- Conduct Smoke free homes and cars campaign
- Disseminate information about SHS and your pets campaign with veterinary clinics
- Create a tobacco free community entertainment guide
- Hold brown bag lunch and learns at businesses for employees, to educate on the effects of SHS on members of their household.

Section II: Counter Marketing

Up to 25% of the coalition's award can be used for counter marketing. Counter marketing is an effective prevention strategy when combined with other prevention activities. Counter marketing messages should be primarily anti-tobacco or pro-health messaging. Materials and media resources are available from CDC at www.cdc.gov/tobacco/mcrc. Both sale and free items are available.

Section III: Presentations

Up to 25% of the coalition award can be used for public presentation costs. Presentation costs may include all expenses related to the event: speaker fees, travel expenses, meeting room rental, promotional costs and miscellaneous expenses specific to the presentation.

Section IV: Administration

Personnel Stipend: Each coalition must have a facilitator to coordinate meetings and activities, track progress of proposed activities, expenditures, submit monthly reports, etc. A maximum of 20% of the grant award or \$2,500, whichever is greater, can be used as a personnel stipend for the coalition facilitator.

Up to one-half of the facilitator's stipend can be drawn at mid-point and one-half can be drawn at the end of the award period if monthly reports and invoices have been submitted and are up to date. Stipends can not be paid in advance.

Travel: Out of state travel is not reimbursable with coalition funding without prior approval from the State Prevention Coordinator.

In-state travel expenses, such as the regional tobacco trainings in July and the Spring Tobacco Institute, are allowable under this grant. Expenses such as mileage, meals, lodging, and registration fees should be included here. Travel expenses will be

reimbursed at current state rates for meals and mileage. State rates for non-state employees at lodging facilities may be requested but are voluntary on the part of the lodging facility.

In-State Travel Reimbursement Rates for Non-State Employees		
Breakfast	\$5.00	Leave before 5:31 am Return after 7:59 am
Lunch	\$9.00	Leave before 11:31 am Return after 12:59 pm
Dinner	\$12.00	Leave before 5:31 pm Return after 7:59 pm
Lodging negotiate best price (receipt required)		
Mileage - .37 per mile (shortest direct route)		

Training Opportunities

July 2008

Regional Coalition trainings (dates & times TBD)

All applying coalitions awarded a community tobacco prevention grant will be invited to a regional coalition training in July of 2008. Awarded coalitions are strongly encouraged to bring 2-5 people to one of the regional trainings which will provide coalitions with effective tobacco strategies and technical assistance with carrying out their activities. Write in any expenses associated with attending the training into your grant. The regional trainings are being planned for July 2008 in Watertown, Sioux Falls, and Rapid City and Lemmon.

August 12-14, 2008

TAP/TEG Curriculum Training, Sioux Falls, contact Melinda Olson 335-6474

September 17-18, 2008

TAP/TEG Curriculum Training, Watertown, contact Dodi Haug 884-3516

TAP/TEG is a one-day training that will teach adults how to work effectively with youth who are contemplating quitting the use of tobacco or those who have already decided to quit. Who should attend? Hospital/wellness center workers, youth diversion workers, respiratory therapists, nurses, social workers, psychologists, public health educators, dental hygienists, youth probation officers, prevention specialists, and others. Please see www.communityintervention.org/tec for specifics about the purposes and outcomes of training for your community. The cost for training is approximately \$295.00 per person plus travel, hotel, and meals.

April 2009

Spring Tobacco Prevention Institute (dates, times and location TBD)

The Spring Tobacco Prevention Institute will be held in April of 2009 over two days at a central location in the state. Make plans to attend and include your travel expenses (hotel, mileage, meals) into your grant application.

General Office Supplies/Postage: General office supplies (reams of paper, toner replacement, etc) and postage needed for tobacco prevention coalition activities are allowable under this grant.

Ancillary Costs: A maximum of 10% of the total award can be used to cover ancillary costs. Items that might be included, but not limited to, are coalition meeting expenses, incentives, coalition member travel within the community of service (out of town travel for training would go under Travel Budget), educational tools (tar jars, black lung, display items).

Administrative Fee: A maximum of 5% of the total award can be requested to cover administrative expenses your fiscal agent will incur for handling the coalition's fiscal duties.

General Specifications

1. The proposals must be typed and submitted using the FY09 Application Form in this packet and be postmarked by: **May 16, 2008**. Proposals submitted in a format other than provided by the grant application will be rejected. Proposals must be typed; proposals that are illegible will be rejected.
2. Grant awards will provide funding for activities conducted between June 1, 2008-May 31, 2009. Services that start before notification of award can not be reimbursed.
3. Recipients cannot also receive funding from a tobacco company.
4. Community coalitions awarded funding through this grant must use a not-for-profit agency, such as a 501-(c) (3), as their fiscal agent. If the coalition has obtained 501-(c) (3) status, then they themselves may act as their own fiscal agent.
5. The fiscal agent for the coalition must carry commercial general liability insurance coverage which cannot be paid for with coalition award funds.
6. The Prevention Specialist in your region (see SD Prevention Network contact sheet under appendices) will attend as many coalition meetings as possible and is available to provide technical assistance to the coalition and support with coalition activities.
7. Coalition expenses will be reimbursed through the DHS. Each coalition must follow the guidelines for reimbursement established by the DHS. No payments can be made in advance of the activity.
8. To expedite the reimbursement process, the coalition has the option to submit up to two invoices a month. At a minimum, one monthly invoice must be submitted by the 8th of each month.
9. Community coalitions must hold monthly meetings (at a minimum) and the number of attendees should be noted in your monthly report. Attendance should be taken and record kept on file with the coalition.

10. The coalition facilitator must submit a Monthly Report to the DHS by the 8th of each month. The monthly report shall document required monthly meetings, number in attendance, and activities accomplished during the month. *Please note that highlights of the coalition monthly reports may become part of the Division of Alcohol & Drug Abuse's quarterly report to the Department of Health. Reporting of tobacco prevention activities is required by South Dakota Codified Laws 34-46-10 and 34-46-11 as amended effective July 1, 2004. (see appendix for Monthly Report form)*
11. In keeping with state guidelines, **State funding cannot be used to purchase certain items:**
 - a. "Direct service", nor can supplies and equipment that are part of that type of service delivery be purchased. Direct service is anything that would provide direct client services, i.e., individual and/or group cessation services, patient care, personal health services, medications, patient rehabilitation, direct enforcement of tobacco control policies, or other costs associated with the screening, diagnostics, or treatment of diseases caused by tobacco use.
 - b. These grant dollars can not be used to purchase items available for free from the SD Department of Health. A Resource Guide, containing public education material available, is available to coalitions and the general public at www.state.sd.us/doh/tobacco (scroll down to Resource Guide). The resources in this guide are free. Follow the instructions in the guide to request any of the resources.
 - c. Funds cannot be used for lobbying or petitioning. For example, recipients, representing a community coalition, cannot ask an elected or appointed official to vote a certain way on a specific issue.
 - d. **School-based activities are not allowable under this grant.** Some coalitions work closely with the schools in their area to coordinate tobacco prevention efforts. Your coalition is welcome to continue that relationship; however you cannot use these Community Coalition Tobacco Grant dollars to support any school activities. K-12 School districts and post secondary schools have the option to request funding from the Department of Health, through their local Tobacco Prevention Coordinator, to support school tobacco prevention activities. If the coalition would like to support school tobacco prevention activities, you must use another funding source to do so.
 - e. Activities that solely promote the coalition.
 - f. Equipment (equipment includes computers, printers, cameras, display boards, office furniture, etc.).

Coalitions are encouraged to obtain local community support in the form of donations or fundraising activities to obtain items that cannot be purchased with coalition award funding. If you have questions about what can or cannot be paid for, please contact the State Prevention Coordinator prior to submitting your proposal.

Appendices

- SD Prevention Network Contact Sheet
- Coalition Monthly Report Form
- Coalition Invoice Form

SD PREVENTION NETWORK

Contact Sheet



Dodi Haug, CPS Prevention Coordinator NE Prevention Resource Center at the Human Service Agency PO Box 1030, 123 19 th St NE Watertown, SD 57201 P: 886-0123 DL 884-3516 F: 884-3522 E: dodih@humanserviceagency.org	Melinda Olson, CPS Prevention Coordinator SE Prevention Resource Center at Volunteers of America-Dakotas PO Box 89306, 1309 W 51 st St. Sioux Falls, SD 57109-9306 P: 335-6474 F: 335-5514 E: m.olson@voa-dakotas.org E: seprc@voa-dakotas.org	Burke Eilers Program Director Western Prevention Resource Center at Youth & Family Services PO Box 2813, 202 E Adams Rapid City, SD 57709 P: 342-1593 F: 342-4899 E: beilers@youthandfamilyservices.org
Shari Wirkus, MS NE Prevention Resource Center at the Human Service Agency PO Box 1030, 123 19 th St NE Watertown, SD 57201 P: 886-0123 DL 884-3524 F: 884-3522 E: shariw@humanserviceagency.org	Michelle Majeres, CPS SE Prevention Resource Center at Volunteers of America-Dakotas PO Box 89306, 1309 W 51 st St. Sioux Falls, SD 57109-9306 P: 335-6474 F: 335-5514 E: m.majeres@voa-dakotas.org	Vonnie Ackerman, CPS Western Prevention Resource Center at Youth & Family Services PO Box 2813, 202 E Adams Rapid City, SD 57709 P: 342-1593 C: 580-1226 F: 342-4899 E: vackerman@youthandfamilyservices.org
Jamie Kern Community Prevention Networker Avera St. Lukes/ Nadric 1400 15 th Ave. NW Aberdeen, SD 57401 P: 622-2678 F: 622-5961 E: jamie.kern@averastlukes.org	Ruby Douglas, CPS Community Prevention Networker Capital Area Counseling Service 803 E Dakota, PO Box 148 Pierre, SD 57501 P: 224-5811 Ext. 3514 F: 224-6921 E: rdouglas@cacsnet.org	Deb Ruen Prevention Coordinator/CPN NW Prevention Resource Center at Three Rivers Mental Health Ctr PO Box 447, 11 E 4 th Street Lemmon, SD 57638 P: 374-3862 F: 374-3864 E: cpntrmhcdc@yahoo.com
Linda Colhoff, CPS Community Prevention Networker City/County Alcohol and Drug Programs 725 N. Lacrosse St. Rapid City, SD 57701 P: 394-6915 Ext. 230 F: 394-6890 E: lindac@co.pennington.sd.us	Jami Kuchenbecker Community Prevention Networker City/County Alcohol and Drug Programs 725 N. Lacrosse St. Rapid City, SD 57701 P: 394-6915 Ext. 231 F: 394-6890 E: jamik@co.pennington.sd.us	Kristin Wheeler Community Prevention Networker Community Counseling Services 357 Kansas Ave SE Huron, SD 57350 P: 352-8596 Ext. 2026 F: 352-7001 E: Krwheeler@ccs-sd.org
Marcie Johnson, CPS Community Prevention Networker Community Counseling Services 914 NE Third St Madison, SD 57042 P: 256-9656 F: 256-2891 E: majohnson@ccs-sd.org	Darcy Jensen, CCDC III, CPS Community Prevention Networker Prairie View Prevention Services, Inc. 822 E 41 st St Ste 235 Sioux Falls, SD 57105 P: 331-5724 F: 331-5725 E: pyps@iw.net	Stacy Wiebersch Community Prevention Networker Prairie View Prevention Services, Inc. 822 E 41 st St., Ste 235 Sioux Falls, SD 57105 P: 331-5724 F: 331-5725 E: Stacy.Wiebersch@k12.sd.us
Kelli Rumpza, CPS Community Prevention Networker Human Service Agency PO Box 1030, 123 19 th St NE Watertown, SD 57201 P: 884-3518 F: 884-3522 E: kellir@humanserviceagency.org	Billie J. Brewer-Highland Community Prevention Networker Lewis & Clark Behavioral Health Services 1028 Walnut St Yankton, SD 57078 P: 665-4606 F: 665-4673 E: billiejbrewer@hotmail.com	Marla Bull Bear & Megan Garcia Director & CPN Native American Advocacy Project 302 E 2 nd Street, PO Box 527 Winner, SD 57580 P: 842-3977 F: 842-3983 E: execdir@sdnaap.org E: m.garcia2175@yahoo.com
Kara Graveman Community Prevention Networker Northern Hills Alcohol & Drug Services PO Box 277, 1010 Ball Park Rd, Ste. 1 Sturgis, SD 57785 P: 347-2991 F: 347-4944 E: cps@rushmore.com	Barbara Haugen Community Prevention Networker Southern Hills Alcohol and Drug 38 Mount Rushmore Road Custer, SD 57730 P: 673-7836 F: 673-3615 E: barbarahaugen@yahoo.com	Jen Ross Community Prevention Networker Dakota Counseling Institute - Stepping Stones 901 S Miller Ave. Mitchell, SD 57301 P: 995-8180 F: 995-8183 E: jl.ross.sstones@midconetwork.com

Kristi Spitzer, CPN NADRIC School Based Prevention Program Central High School B151 2200 S Roosevelt Aberdeen, SD 57401 P: 725-8275 F: 725-8288 E: kristi.spitzer@aberndeen.k12.sd.us	Mary Victor Big Brothers Big Sisters of the Black Hills 425 Kansas City Street Rapid City, SD 57701 P: 343-1488 F: 343-5679 E: execdir@bigmentors.com	Barb Christensen Carroll Institute 310 S 1 st Ave Sioux Falls, SD 57104-6329 P: 275-1304 F: 339-3345 E: bchristensen@carrollinstitute.org
Paula Souhrada Communication Services for the Deaf 3520 Gateway Lane Sioux Falls, SD 57106 P: 367-5760 F: 362-2806 E: PSouhrada@c-s-d.org	Lona Groos East Central MH/CD Center 211 4 th Street Brookings, SD 57006 P: 697-2862 F: 697-2874 E: ecmhcd1@mchsi.com	Paula Wilkinson Smith, CCDC III Lifeways 1010 9 th Street, Suite 2 Rapid City, SD 57701 P: 716-6555 F: 716-6557 E: paula.lifeways@midconetwork.com
Mike Farner Main Gate Counseling Services 202 S Main Street Winner, SD 57580 P: 842-0312 F: 842-3523 E: mfarner@gwtc.net	Deb Walker, MS, CCDC III Northern State University 1200 S Jay Street Aberdeen, SD 57401 P: 626-2371 F: 626-3399 E: walkerd@northern.edu	Melodee Hoffner Counseling Center University of South Dakota Student Counseling Center 414 E. Clark Street, Julian 336 Vermillion, SD 57069 P: 677-5777 F: 677-6226 E: Mel.Hoffner@usd.edu
Lorna Gallanter Mary Tingley Volunteers of America-Dakotas 1309 W 51 st Street Sioux Falls, SD 57105 P: 339-1199 F: 335-3121 E: l.gallanter@voa-dakotas.org E: m.tingley@voa-dakotas.org	Connie Olson Youth & Family Services PO Box 2813 Rapid City, SD 57709 P: 342-4195 Ext. 243 F: 342-0693 E: colson@youthandfamilyservices.org	Angie King YouthWise PO Box 433, 1725 N. Main Street Spearfish, SD 57783 P: 717-1212 F: 717-1234 E: aking@spearfish.k12.sd.us
		Shawnie Rechtenbaugh, CPS State Prevention Coordinator Division of Alcohol & Drug Abuse 3800 E HWY 34, Hillsview Plaza c/o 500 E Capitol Pierre, SD 57501 P: 773-3123 DL 773-4807 F: 773-7076 E: shawnie.rechtenbaugh@state.sd.us

**FY09 Monthly Report
Tobacco Prevention Coalition**

(Due by the 8th of each month for the previous month's activities)

Coalition: _____

Facilitator: _____ Date: _____

Date of meeting(s) held: _____ # Attending: _____

Activity #	Dates & Description of Activities	Expense Applicable to the Grant Award
# _____		
# _____		
# _____		
# _____		
# _____		
Counter Marketing		
Present- ations		

Submit to: Shawnie Rechtenbaugh, Division of Alcohol & Drug Abuse
Hillsview Plaza % 500 E Capitol Pierre, SD 57501
Ph: (605) 773-4807 Fax: (605) 773-7076
shawnie.rechtenbaugh@state.sd.us

Tobacco Prevention Coalition

2008-2009 Itemized Invoice for Reimbursement

Coalition: _____

Contract # _____

Month/Year: _____

Submit Invoice

to: Shawnie Rechtenbaugh, CPS
Division of Alcohol & Drug Abuse
Hillsview Plaza
% 500 E Capitol
Pierre, SD 57501

Date	Activity #	Activity	Claimed this Invoice	Receipt Attached (✓)
		Section I Activities		
		Section II: Countermarketing		
		Section III: Presentations		
		Section IV: Administration		
	Stipend			
	Travel			
	Office Sup			
	Ancillary			
	Admin Fee			
		Total	\$0.00	

This completed invoice **with receipts** must be sent to the DHS-Division of Alcohol & Drug Abuse by the 8th of each month.

2008-2009 Community Tobacco Prevention Coalition

Grant Application

(Please type or print)

Coalition Name: _____

Coalition Facilitator: _____

Address: _____

City, State, Zip: _____ Email: _____

Phone #: _____ Fax #: _____

Signature of Coalition Facilitator

Date

Nonprofit Fiscal Agency: _____

Fiscal Agency Contact Person: _____ Phone: _____

Fiscal Agency Director: _____

Mailing Address of Fiscal Agency: _____

City, State, Zip: _____

Federal Tax ID Number: _____

Signature of Fiscal Agency Director

Date

Applications must be postmarked by May 16, 2008

Submit completed application to: Shawnie Rechtenbaugh, State Prevention
Coordinator, Division of Alcohol & Drug Abuse, Hillsvue Plaza, % 500 E Capitol,
Pierre, SD 57501

Ph: (605) 773-4807, Fax: (605) 773-7076, shawnie.rechtenbaugh@state.sd.us

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Goal #1 Prevent Initiation of Tobacco Use

Goal #2 Increase Tobacco Cessation

Goal #3 Reduce Exposure to Secondhand Smoke

Section II: Counter Marketing

Section III: Presentations

Section IV: Administration

Section V: Itemized Budget for 2008-2009

Membership and Experience

Please provide a brief description of the coalition:

1. Membership

Coalitions must have **active** participation from major aspects of a community.
Please list who will be the representatives in each of the following areas.

a. Healthcare:

b. Business:

c. Civic Organization, local government, law enforcement, or faith community

d. Parent:

e. Other:

*If a name cannot be provided at the time of application for some of the categories, please note plans for soliciting membership.

2. Please describe any training needed for your coalition members:

Section I – Goals & Activities

*(Counter marketing should be listed in Section II
and Presentations should be listed in Section III)*

Goal Area Please check (✓) the goal you are targeting with each activity	Activity Provide description of activity and explanation of expenditures (materials, booth rental, printing costs) to support this activity	Effect How does activity affect the 1 or more of the tobacco prevention goals?	Budget Dollar amount requested?
<input type="checkbox"/> Prevent Initiation <input type="checkbox"/> Increase Cessation <input type="checkbox"/> Reduce SHS			
<input type="checkbox"/> Prevent Initiation <input type="checkbox"/> Increase Cessation <input type="checkbox"/> Reduce SHS			
<input type="checkbox"/> Prevent Initiation <input type="checkbox"/> Increase Cessation <input type="checkbox"/> Reduce SHS			
<input type="checkbox"/> Prevent Initiation <input type="checkbox"/> Increase Cessation <input type="checkbox"/> Reduce SHS			

(Continue format as needed)

Section II - Counter Marketing

(Maximum award for counter marketing is 25% of total award)

Goal Area Please check (✓) the goal you are targeting with each activity	Method Newspaper, Billboard, Radio, TV, other	Budget Dollar amount requested?
<input type="checkbox"/> Prevent Initiation <input type="checkbox"/> Increase Cessation <input type="checkbox"/> Reduce SHS		
<input type="checkbox"/> Prevent Initiation <input type="checkbox"/> Increase Cessation <input type="checkbox"/> Reduce SHS		
<input type="checkbox"/> Prevent Initiation <input type="checkbox"/> Increase Cessation <input type="checkbox"/> Reduce SHS		
<input type="checkbox"/> Prevent Initiation <input type="checkbox"/> Increase Cessation <input type="checkbox"/> Reduce SHS		

(Continue format as needed)

Section III - Presentations

(Maximum award for presentations is 25% of total award)

Goal Area Please check (✓) the goal you are targeting with each activity	Description Describe presentation and intended audience	Budget Dollar amount requested?
<input type="checkbox"/> Prevent Initiation <input type="checkbox"/> Increase Cessation <input type="checkbox"/> Reduce SHS		
<input type="checkbox"/> Prevent Initiation <input type="checkbox"/> Increase Cessation <input type="checkbox"/> Reduce SHS		
<input type="checkbox"/> Prevent Initiation <input type="checkbox"/> Increase Cessation <input type="checkbox"/> Reduce SHS		
<input type="checkbox"/> Prevent Initiation <input type="checkbox"/> Increase Cessation <input type="checkbox"/> Reduce SHS		

(Continue format as needed)

Section IV - Administration

A. Personnel Stipend

(Max 20% of the award or \$2,500 whichever is greater)..... \$0.00

The personnel stipend is to support the coalition facilitator and any additional advisors for subgroups. Any local travel expense (within the coalition community) for the facilitator is included in this stipend and cannot be claimed elsewhere in the grant. The coalition facilitator responsibilities include, but are not limited to: submitting the coalition grant application, monthly reports, coordinate meetings and activities, track progress of proposed activities, monitor coalition expenditures, and submit required financial paperwork needed for reimbursement.

Stipend recipient: _____

B. Travel Budget \$0.00

Please describe travel anticipated. Refer to reimbursement rates listed under the Administration section on page 5 of the Grant Guidance.

C. General Office Supplies/Postage \$0.00

Please describe office supplies/postage anticipated.

D. Ancillary costs *Max 10% of the award*) \$0.00

See page 7 of the Grant Guidance for allowable items.

E. Administrative Fee *(Max of 5% of the award)*.....\$0.00

See page 7 of the Grant Guidance for allowable items.

Section V – Itemized Budget for 2008-2009

Fiscal Agent: _____

Coalition Name: _____

Section I: Goals and Activities

Activity 1:	_____	\$0.00
2:	_____	\$0.00
3:	_____	\$0.00
4:	_____	\$0.00
5:	_____	\$0.00
6:	_____	\$0.00
7:	_____	\$0.00
8:	_____	\$0.00
9:	_____	\$0.00
10:	_____	\$0.00

(continue as needed)

Subtotal **\$0.00**

Section II: Counter Marketing (max 25% of the award)

Activity 1:	_____	\$0.00
2:	_____	\$0.00

(continue as needed)

Subtotal **\$0.00**

Section III: Presentations (max 25% of the award)

Activity 1:	_____	\$0.00
2:	_____	\$0.00

(continue as needed)

Subtotal **\$0.00**

Section IV: Administration

A Personnel Stipend (max 20% of the award or \$2,500 whichever is greater) ...	\$0.00
B Travel	\$0.00
C General Office Supplies/Postage	\$0.00
D Ancillary Costs (max 10% of the award)	\$0.00
E Administrative Fee (max 5% of the award)	\$0.00

Subtotal **\$0.00**

Total award requested **\$0.00**